

Speakers:

Set up next to pillar slightly ahead of the table configuration. Plugs connect mixer (on the back of mixer on the right) to the speakers using the longest cords. Cords go around front of the auditorium and along the walls to the speakers. Turn speakers on and off prior to turning on and off the mixer.

Auditorium Lights:

Front rows off; 2nd row half on; 3rd row on; conference on; and side lights on.

Connections:

Wireless AC adapter cord plugs into the Wireless box and Mixer plug with the Mixer Box. Turn on wireless microphone before the wireless box and the wireless box off before the wireless microphone.

Short cord with round ends plugs connects the wireless box with the mixer box.

Microphones:

Wireless microphone sits on the presenter's table. On/Off switch on bottom of microphone.

Small microphones sit in the middle of the Executive Staff tables and the Chief's.

Mixer:

Main mix on right, black lines set to 20. Two switches turn on by power plug. Ensure the gray button on the mixer does not get pushed in next to speaker outlet plugs, speakers will not work.

Infocus:

Turn on first before connecting to the computer. The computer has two plugs; one to Infocus and one for the power.

Coffee/Bottled Water:

Provide two pots of coffee with bottled water on the table slightly behind the Chief's table. Put a bottle of water in front of each Executive Staff member and the Chief.

Agendas:

Copies of the SAF agenda should be placed in front of each Executive Staff member, the Chief, the front row and on several chairs in the audience.

